MS Office **Word** for Mac and Windows PC

“The Power of the Processed Word”

14 April, 2010

1. Quick start – spell check Rindercella story (see next page, below)
   1. Do we teach editing as a part of keyboarding instruction?
      1. When do we teach it?
      2. Can it be integrated into Language Arts?
      3. At what grade level?
   2. Does the MS spellchecker recognize your name? Does it recognize all of the names of your students? Why or why not?

B. Explore the following options in MS Word:

1. Explore the **Tools** dropdown menu
   * 1. Spelling and Grammar
     2. Track Changes
2. Explore the **Font** dropdown menu
   * 1. Change font to Comic Sans MS
3. Explore the **Format** dropdown menu
   * 1. Change paragraph
     2. Change bullets and numbering
     3. Change background color
4. Explore the **Insert** dropdown menu
   * 1. Picture 🡪 clip art
     2. Word Art
     3. Hyperlink
     4. Document Elements
5. Explore the **View** dropdown menu
6. Formatting Palette
7. Object Palette
8. Reference Tools
9. Project Palette
10. Elements Gallery
11. Toolbars
12. Learn the MS Word shortcuts (second sheet below)

**Rindercella**

**You *are* smarter than the MS Word spellchecker!**

Once upon a time in a coreign fountry there was a geautiful birl named Rindercella. She lived with her mugly other and her two sad blisters. Also in that same coreign fountry there lived a very prandsome hince. This prandsome hince was going to have a bancy fall.

But, Rindercella couldn’t go ‘cause all she had to wear was old rirty dags. So, she cat down in the garden and scried. She was kitten there a’scryin when, all at once, there appeared before her, her Gairy Mudfather. He touched her with his wagic mand and there appeared before her a kig boach and hix white sorses to take her to the bancy fall. As she left he warned her, “Be home before nidmight or you might purn into a tumpkin!”

When Rindercella arrived at the bancy fall the prandsome hince met her at the door. He was watching for geautiful birls from behind a widden hindow. Rindercella and the prandsome hince nanced all dight until nidmight, and do you know what? They lell in fove. Ahhh; but, just as the midclock struck night, Rindercella staced down the rairs. And, just as she beached the rottom, she slopped her dripper!

The next day this prandsome hince traveled all over this coreign fountry, looking for the geautiful birl who had slopped her dripper. Finally, he came to Rindercella’s house. He tried it on her mugly other, but it find’t dit. Next, he tried it on her two sigly usters and it find’t did. But, do you know what? When he tried it on Rindercella it fid dit! It was exactly the sight rize.

You now the rest, Rindercella and the prandsome hince got married and lived heavily ever hapwards. But, the storal to this mory is … if you ever go to a bancy fall and you want a prandsome hince to lall in fove with you … Don’t forget to **slop your drippe**r!

Microsoft Word ShortCuts

|  |  |  |  |
| --- | --- | --- | --- |
| **Description:** | **Notes:** | **Windows** | **Macintosh** |
| To single-space a paragraph | Highlight the desired text | Control + 1 | Command + 1 |
| To double-space a paragraph | Highlight the desired text | Control + 2 | Command + 2 |
| To 1.5 space a paragraph | Highlight the desired text | Control + 5 | Command + 5 |
| To change the size of text | Highlight the desired text | Hold the Control and Shift keys. Press the > key on the keyboard to increase the size. Press the < key to decrease the size. | Hold the Command and Shift keys. Press the > key on the keyboard to increase the size. Press the < key to decrease the size. |
| To undo an action |  | Control + Z | Command + Z |
| To left-align the size of text | Highlight the desired text | Control + L | Command + L |
| To right-align text | Highlight the desired text | Control + R | Command + R |
| To center text | Highlight the desired text | Control + E | Command + E |
| To justify text | Highlight the desired text | Control + J | Command + J |
| To define a word | Now available in newer versions of Word. | Right-click the word and use pull down menu to use Lookup | Control-Click the word and use pull down menu to use Lookup |
| To look up *synonyms* for a word | Now available in newer versions of Word. | Right-click the word and use pull down menu to use Synonyms | Control-Click the word and use pull down menu to use Synonyms |
| To select *multiple lines* of text | You can also triple click on the paragraph. | Move the cursor into left margin until it turns into an arrow. Click and drag to select multiple lines. | Hold down the Left Shift key while using the arrow keys to highlight text. |
| To *delete* an entire word | Insert the cursor to the right of the word. Or Double click on the word. | Control + Backspace | Command + Delete |